

County of San Diego, Health and Human Services Agency (HHS) CalWORKs Program Guide

Welfare-to-Work Plan

Number

10-005.G

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Issue date:

02/17/2015

Effective date:

Upon Receipt

Policy:

The initial Welfare-to-Work (WTW) Plan is developed from information collected Assessment. It is a written agreement between the participant and the Employment Case Manager which includes an activity or a combination of activities. All participants are required to sign a WTW plan except: ^{during the}

- Participants who are assigned to Arranging Childcare
- Participants who are assigned to initial Job Search

[MPP 42-711.6](#)

[Processing Guide 10-005.G.1](#)

The Employment Case Manager should consider the following Assessment elements when jointly developing the WTW Plan with the participant:

- Work history and participant's access to jobs/job readiness
- Education level and participant's vocational interest
- Learning disabilities (if known)
- Mental Health, Substance Abuse, Domestic Violence
- Basic reading/math competencies
- English language skills
- Local labor market conditions
- Other issues

Note: A copy of the complete and signed WTW plan must be given to the participant each time.

Universal Engagement: All non-exempt individuals, except those who begin job search as specified below, are required to sign a WTW Plan after assessment, but not more than 90 Calendar days from the date that an individual's eligibility for cash aid is determined or the date that the recipient is required to participate in WTW. The start of the 90-day time frame is defined below.

Term	Definition
Begin Job Search	The WTW plan may begin as late as 90 days after the completion of job search if the participant begins attending job search within 30 days after the individual's eligibility for aid is determined or the date the individual is required to participate.
Eligibility determination date	In CalWIN, enter the Inquire on case Information window. From there go to

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	the Programs tab to identify when the individual has been determined eligible for cash aid.
Date that the recipient is required to participate in WTW	Applies to individuals who have been on aid for some time who are not yet required to sign an initial WTW plan, but must begin or resume participation in WTW.

Note: The 90-day period to develop a WTW plan does not include the time that an individual spends in the good cause determination, compliance, and curing processes.

Time participating in disability screenings, evaluations, and Third Party Assessments do count towards the 90 days, since these activities are part of the process to develop an appropriate WTW Plan.

See [CPG 10-003.A](#), [CPG 10-003.B](#), [CPG 10-003.C.7](#), and [CPG 10-003.C.8](#) for requirements related to the development of a WTW plan during or after the WTW 24-Month Time Clock period.

Elements of the WTW Plan:

All WTW Plans are to include the following components:

- Occupational goal
- Activities
- Participation hours
- WTW Supportive Services
- LD Accommodations
- Rights, and responsibilities
- School attendance
- Immunization
- Labor Market index
- Participant Signature

[Processing Guide 10-005.G.1](#)

Third Party Assessment: If the participant and the ECM are unable to reach an agreement on the WTW Plan, the matter must be referred by the ECM to the Site Third Party Assessor for a review of the participant's Assessment and WTW Plan. [Processing Guide 10-005.G.1](#)

Requests for Changes to Terms of the Welfare-to-Work Plan: The participant has three business days after the completion and signing of the WTW Plan in which to request a change in the terms of the WTW Plan.

Note: A WTW Plan can only be amended if a participant within three business days after completion and signing of the WTW plan, requests a change in the terms of that WTW Plan. [Processing Guide 10-005.G.1](#)

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Requests for Change or Reassignment to Another Activity: Participants have 30 days from the beginning of the initial WTW activity in which to request a change or reassignment to another activity. This grace period will be available only once to each participant. [Processing Guide 10-005.G.1](#)

Change in current activity: Any time there is a change in a participant's current activity, a new WTW Plan is required. A WTW Plan can only be amended if a participant within three business days after completion and signing of the WTW plan, requests a change in the terms of that WTW Plan. [Processing Guide 10-005.G.1](#)

Limited English Speaking Participants: The WTW 2 must be provided in a language that is understood by the participant. When the WTW 2 is not available in a language that the participant understands, bilingual staff or interpreter services must be used to verbally address the same information listed on the English version of the WTW 2. Use of bilingual staff or interpreter services during the development of the WTW Plan must be clearly documented in CalWIN Case Comments. See [CPG 21-100.B](#)

Requirements as of 1/1/2013:

Effective January 1, 2013 the WTW Plan (WTW 2) has been revised to reflect the WTW 24-Month Time Clock requirements and the alignment of WTW weekly participation hours to federal guidelines. [Processing Guide 10-005.G.1](#)

Procedure:

[Processing Guide 10-005.G.1](#)

Impact/s:

No impact

Program Affected

Welfare-to-Work

References:

[MPP 42-711.556](#)

[MPP 42-711.6](#)

[MPP 42-711.646](#)

[MPP 42-711.647](#)

Approval for Release:

02/17/2015

Sunset Date:

This policy will be reviewed for continuance by 02/28/2018.